

Trustees of Lunenburg Public Library

May 20, 2010

Meeting called to order at 6:30 p.m.

Attending: Noelle Bodkin, Lisa Krowitz, Dick Mailloux, John Mara, Kathy Murray, Jeanne Raboin, Amy Sadkin, Len Smetana

1. Public Comment: Kathy Herrick, Lunenburg Town Clerk swore in all of the newly elected Trustees.
2. Minutes: Motion made and passed to accept minutes as amended.
3. Town Meeting: this went very well and our budget was approved.
4. Director's Report (please see handout for details)
 - Circulation & Meeting Rooms: Circulation rates have leveled off; meeting rooms usage remains consistent with the policy change due to budget cuts.
 - People Counter and Computer Usage: April counts a bit low, this could be due to April vacation, although still higher than earlier in 2010. Computer usage remains heavy even with the vacation period.
 - Budget: Payroll budget may be over by \$40.00, but this will be fine. Hoping for a little over \$60,000.00 in library materials expenditure. CW Mars software expenditure for FY 10 is \$13,561.
 - Staff Update: Discussion with Robert Rand about library staff positions; there is a 1 year wait until raises go through; those on salary admin will not receive a raise next year, AFSCME union people will receive 5%; Personnel plan will be presented May 11, 2010 for FY2012.
 - Amy is trying to have more staff meetings at different times; she is merging the reference collection into the circulating collection. The furlough weeks are over; there were 3 library staff on at all times during this period.
 - PC Reservation is faster but still having timing out problems and the new CMRLS delivery system is working well.
 - Facilities: the garden waterfall is working, many thanks to Jeanne Proctor. Friends are providing monies to do a weed & feed application for the library lawn.
 - Millennium Alarm Company Update: Cameras will soon be installed; library will have explanatory flyers available for patrons. The DVR is 500 GIG, motion detection cameras; 1 year labor and service warranty, cameras are guaranteed longer. Friends gave \$8,500 for this project; the bid came in at \$5,800.
 - Service contract: SJ Services out of Danvers were awarded the new maintenance contract; 2hrs., 2x/week, may be able to negotiate for 3x/week. This company will start July 1, 2010.

- Technology: Staff has new pc's; older pc's went to public area; PC's will be replaced after July 1 - they're funded from capital planning money for FY11. Jenn will coordinate with schools to add appropriate educational links to the public area desktops.
 - Programming: Tom Mulholland exhibit is currently on display; Eagle photos will be next; other programs children's basic programming; Doug Pulsifer will not be doing summer classes; Cole will have class in June and then break for summer; Lindsay Savageau from Lunenburg Ledger will be providing a creative writing class.
 - Friends Book & Bake Sale is June 5, 10-2. Set-up for books in Wednesday & Thursday of this week; please come and help if available.
 - Library Sign: Amy will ask Kerry for Building Maintenance to take care of fixing the sign.
5. LPL Main Hall Technology: Amy was able to obtain an all-in-one computer that can be used for library and town announcements such as meetings, programs, etc. It will be located next to the circulation desk; a shelf and outlet cover will be built for this.
 6. Bea Adams: The Friends of Forbush Library sent a letter and monetary donation thanking Bea for her program; Bea gave the donation to LPL.
 7. LPL Trustess Board Re-organization: John Mara and Jeanne Raboin were re-elected by unanimous declaration as chair and secretary respectively.
 - Committees – Budget: Kathy, John and Amy
 Personnel: Dick, Len and Jeanne
 Policy: Noelle, Lisa and Amy
 Endowment: Lisa, Len and Amy
 8. Open Meeting Law: Changes as of July 1, 2010 – subcommittee meetings must be posted 24 hours in advance of the meeting; must also provide report minutes and send to Town Hall.
 9. Amy Sadkin, LPL Director's Performance Review and Evaluation: Motion made and passed unanimously to accept evaluation as discussed and to be presented to her by chair and one (1) additional Trustee.
 10. LPL Director's Contract: Motion made and passed unanimously to offer Amy Sadkin a 3 year contract with the LPL Trustees Board Chair to negotiate salary and terms.

Motion made to adjourn at 8:02 pm

Next meeting: June 17, 2010 at 6:30 pm

Respectfully submitted,

Jeanne Raboin, Secretary

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